

Please
Do Not
Staple

NP

KANSAS SECRETARY OF STATE
Annual Report
Not-for-Profit Corporation

INSTRUCTIONS FOR FILING AN ANNUAL REPORT

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

Note: All documents filed by the Secretary of State's office is considered public record and may be viewable online. File this document directly online at <https://www.kansas.gov/annual-reports/index.do>.

How to complete the annual report for a not-for-profit corporation:

Each of the numbered instructions below corresponds to a section on the form.

1. List the entity's ID number issued by the Kansas Secretary of State (this is not a tax ID number). ID numbers may be found by clicking on Business Entity Database at <https://www.kansas.gov/bess/>.
2. Provide the complete legal entity name, including words of formation (e.g., LLC, Inc., etc.)
3. Provide the principal office of the entity.

Principal office: Must be a physical address that must include the building number, street, city, state, and zip code. This can't be a PO box.
4. Provide the tax closing date for the annual report. Annual reports are filed after a tax year end has passed and represent the information that is true for that year end only (example: when an entity's tax year ends on the last day of December, the annual report due date period would be between January 1st and June 15th after each December. The report should reflect December for the month).

- 5a. Each name of the officer of the corporation must be listed along with a title for the officer and the address where they may be regularly located.
- 5b. Provide each name of the members of the governing body of the corporation along with the address where they may be regularly located. The directors may be omitted if the officers are the same individuals.
- 6a. Provide an indication of if the entity holds a majority ownership in any other business that is currently filed with the Kansas Secretary of State's Office. Continue with section 6b if answered yes or continue with section 7 if answered no.

- 6b. Provide both the Business Entity name and the Kansas Secretary of State ID number for each entity that the corporation owns a majority ownership in. Both fields must be completed.
7. Provide an indication if the entity owns land suitable for agricultural use. Complete the form AG if answered yes or disregard the form AG if answered no.
8. An authorized person on behalf of the entity must sign.

AG - Annual Report Agricultural Attachment Instructions

1. Each tract or lot must be detailed in this section. This includes a numerical response for the location, indicate if the land was acquired after July 1st, 1981, a brief description of how the land is used, and an indication if the land is owned or leased.
2. Respond to each of the categories if applicable. At least one of the categories must have a numerical response.
3. A numerical response must be provided, even if zero.
4. Respond to each of the categories if applicable. At least one category with the value and location must have a response.

Please
Do Not
Staple

NP

**KANSAS SECRETARY OF STATE
Annual Report
Not-for-Profit Corporation**

**INSTRUCTIONS FOR FILING
AN ANNUAL REPORT**

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

Note: All documents filed by the Secretary of State's office is considered public record and may be viewable online. File this document directly online at <https://www.kansas.gov/annual-reports/index.do>.

Fee Schedule

Annual Report

The filing fee for the annual report is as follows:

Online Annual Report: \$40
Paper Annual Report: \$40

Filing Online

The annual report may be filed directly online at <https://www.kansas.gov/annual-reports/index.do>.

Mail to:

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka KS 66612

Only checks are accepted for payment. Make checks payable to the Kansas Secretary of State.

Or

Fax to:

This form can't be faxed unless it is being filed as part of another filing (i.e., reinstatement, corrected document, foreign application, etc.) See the fax instructions with the other document for details.

Please
Do Not
Staple

NP
50

KANSAS SECRETARY OF STATE
Annual Report
Not-for-Profit Corporation

Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
kssos@ks.gov
sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

1. Business entity ID/file number:

Kansas Secretary of State issued file number.

2. Name of corporation:

Must match name on record with Kansas Secretary of State.

3. Principal office address:

Must be a street, rural route, or highway. A PO box is unacceptable.

Street Address (A PO Box is unacceptable)

City	State	Zip	Country
------	-------	-----	---------

4. Tax closing date:

Month	Year
-------	------

5a. Name, title, and address of each officer of corporation:

Title and address required for each officer named.

Do not leave blank.

If additional space is needed, please provide attachment.

Name	Title		
Address			
City	State	Zip	Country
Name	Title		
Address			
City	State	Zip	Country
Name	Title		
Address			
City	State	Zip	Country

5b. Name and address of each member of governing body of corporation:

Leave this question blank if the governing body members and officers are the same.

If additional space is needed, please provide attachment.

Name	Address		
City	State	Zip	Country
Name	Address		
City	State	Zip	Country
Name	Address		
City	State	Zip	Country

6a. Does this corporation hold more than 50% equity ownership in any other business entity that is filed with the Kansas Secretary of State?

Yes (Complete Question 6b.) No (Skip to Question 7.)

6b. Name and ID number of each business:

Name and ID # should be provided exactly as filed with Kansas Secretary of State.

Business Entity Name	Business Entity ID Number (Not FEIN)
Business Entity Name	Business Entity ID Number (Not FEIN)
Business Entity Name	Business Entity ID Number (Not FEIN)

7. Does this corporation own or lease land in Kansas that is suitable for use in agriculture?

This question does not apply to 1) tracts of land of fewer than 10 acres, 2) contiguous tracts of land that are fewer than 10 acres in aggregate, or 3) state-assessed railroad operating property.

Yes (Complete Attachment AG.) No (Skip to Question 8.)

8. I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.

Signature of Authorized Person (Required)

Title/Position (Required)

X

Name of Signer (printed or typed)

Phone Number (Not required)



KANSAS SECRETARY OF STATE
Annual Report Agricultural Attachment
 for Forms AR or NP

Complete this form **only** if the business entity owns or leases land suitable for agricultural use. **All information must be complete** or this document will **not** be accepted for filing.

Note: This form must be completed if Question 7 on annual report form is answered “yes.”

1. Provide information on each lot, tract or parcel of agricultural land in Kansas owned or leased by corporation.

Location of tract or lot					Was this tract acquired after July 1, 1981?		Purpose for which land is owned or leased.	Indicate for each tract or parcel if the tract is ...			
County	Section	Township	Range	Number of acres in tract or lot	Yes	No		Owned by corporation	Leased to corporation	Leased from corporation	If leased from corporation, indicate to whom leased.

2. Total agricultural acres

Must be numeric values.
 “NA” or “—” is unacceptable.

A. Total acres owned or operated	B. Total acres owned or operated, <i>and</i> irrigated
C. Total acres leased <i>to</i> the corporation	D. Total acres leased <i>to</i> the corporation <i>and</i> irrigated
E. Total acres leased <i>from</i> the corporation	F. Total acres leased from the corporation <i>and</i> irrigated

3. Total number of stockholders

--

4. Value and location of agricultural and nonagricultural assets owned and controlled by corporation

Include all assets within and outside of Kansas.
 All lines must be complete.

Within Kansas - Agricultural	Value	Location
Within Kansas - Nonagricultural	Value	Location
Outside of Kansas - Agricultural	Value	Location
Outside of Kansas - Nonagricultural	Value	Location